

FIRE TRAINING OFFICER
STUDY GUIDE

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **BASTROP** on **OCTOBER 8, 2003**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	12.0%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, hoses, fire streams, ventilation, rescue, fire attack, and safety.	20.0%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; hydraulics; pump operations; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TOOLS AND EQUIPMENT Knowledge of the care, operation, testing, repair and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, ladders, extinguishers.	17.0%
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid practices and procedures, including CPR, sufficient to train departmental employees to perform these duties at the scene of an emergency.	5.0%
FIRE PREVENTION AND INSPECTION Knowledge of fire prevention and inspection procedures and life safety codes, sufficient to train departmental employees in enforcing fire and safety codes; performing fire inspections; and the collecting of information for pre-fire planning.	8.0%
SALVAGE AND OVERHAUL Knowledge of correct procedures for performing salvage and overhaul operations sufficient to train department employees in these operations.	5.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	13.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public, sufficient to perform or train individuals in the effective performance of these functions.	12.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.
Pumping Apparatus Driver/Operator Handbook, 1st ed., 1999.
Fire and Emergency Services Instructor, 6th ed., 1999.
Fireground Support Operations, 1st ed., 2000.
Fire Inspection and Code Enforcement, 6th ed., 1998.
Fire Service First Responder, 1st ed., 2000.
Fire Hose Practices, 7th ed., 1988.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA,

Quincy Mass., 3rd ed., 1999.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

BUSINESS COMMUNICATIONS, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.